

Checklist Disclaimer:

It is important to note that not all information listed on the checklist may be required. Those items most typically required are identified with a checklist. At your pre-application meeting, your project coordinator will identify which items are required for submittal.



PRELIMINARY PLAT APPLICATION LIST

SCHEDULE A MEETING WITH YOUR PROJECT COORDINATOR *BEFORE* **SUBMITTING APPLICATION.**

This Application list has been prepared to assist you in submitting a complete and successful application to the City of Scottsdale. At the required pre-application meeting, a Project Coordinator will check off the items on this Application List that are required with your submission. **Please call 480-312-7000 if you have any questions concerning this application and to schedule your submittal meeting.**

CASE # _____-PA-_____

PART I -- GENERAL REQUIREMENTS

- ☒ 1. **PRELIMINARY PLAT APPLICATION LIST** (this list)
- ☒ 2. **COMPLETED APPLICATION FORM** (form provided)
- ☒ 3. **APPLICATION FEE** \$ _____ + \$ _____/lot
- ☒ 4. **LETTER OF AUTHORIZATION** (from property owner(s) if property owner did not sign the application form)
- ☒ 5. **PROJECT NARRATIVE** (form provided) Include justification for any proposed Amended Development Standards
- ☒ 6. **PROPOSED AMENDED DEVELOPMENT STANDARDS**
(see attached sample) – should meet Maricopa County recording requirements.
_____ Proposed amended development standards justification form (attached)
- ☒ 7. **CURRENT TITLE REPORT** 8-1/2" x 11" - 1 copy
 - A) Not older than 30 days
 - B) Must show current owner
 - C) Include Schedule A and Schedule B
 - D) Commitment of Title is not acceptable
- ☒ 8. **LEGAL DESCRIPTION:**
8-1/2" x 11" - 2 copies
- ☒ 9. **SITE LOCATION MAP** (sample attached)

- _____✓ 10. **PROVIDE A COMBINED CONTEXT AERIAL AND CONTEXT SITE PLAN:**
Full size - 2 copies
11" x 17" - 1 copy

AERIAL SHALL NOT BE MORE THAN 1 YEAR OLD AND SHALL INCLUDE AND OVERLAY OF THE SITE PLAN showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:

_____ 500 feet
_____ 1/4 mile
_____ 1 mile
_____ other

Show the proposed site plan in relation to surrounding development including the following:

- 1) Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls);
- 2) Label surrounding zoning and land uses;
- 3) Streets including sidewalks, and any surrounding driveways or intersections;
- 4) Show bike paths and trails; and
- 5) Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).

- _____✓ 11. **EXISTING CONDITIONS PHOTO EXHIBIT: PROVIDE PHOTOS MOUNTED OR PRINTED ON 8-1/2"x11" PAPER** - FOR INCLUSION IN THE PACKETS. Printed digital photos are OK.
- Photos mounted on cardboard, foamboard, particleboard, posterboard or other material will not be accepted.
 - See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
 - Provide 1 color original set and 8 color copied sets

- _____✓ 12. **PRELIMINARY PLAT NOTIFICATION AFFIDAVIT** (form attached)

- _____✓ 13. **DIGITAL SUBDIVISION PLAT SUBMITTALS:** (See attached "Notification of Digital Subdivision Plat Submittal," "Subdivision Plats CAD Layering Guidelines," and "Subdivision Plats CAD Standards and Naming Conventions") – 2 copies due as shown below:
- 1st Copy - due at time of submittal for preliminary plat (**Note:** If there are changes in the number of lots during the Development Review process, a revised digital file submittal will be required.)
- 2nd Copy – due with the mylar submittals for final plat

- _____✓ 14. **ARCHAEOLOGICAL RESOURCES** (information sheets provided):

- _____ 1. Certificate of No Effect / Approval Application Form (provided)
- _____ 2. Archaeology Survey and Report - 3 copies
- _____ 3. Archaeology 'Records Check' Report Only - 3 copies
- _____ 4. Copies of Previous Archeological Research - 1 copy

PLAN SIZE * Full Size: Minimum = 24" x 36" Maximum = 30" x 42"
Full size must be folded to specifications – see attached instructions

- _____ 15. **HISTORIC PROPERTY:** (existing or potential historic property)
_____ 1. Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan
- _____/✓ 16. **COMPLETED AIRPORT COMMUNICATION FORM** - Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; **information packet provided**)
- _____/✓ 17. **POLICY ON APPEALS OF REQUIRED DEDICATIONS AND/OR EXACTIONS** (see attached)
- _____/✓ 18. **SITE POSTING REQUIREMENTS** and **AFFIDAVIT** (decal provided)
- _____/✓ 19. **Neighborhood Involvement** (see attached packet for requirements).

PART II -- REQUIRED PLANS & RELATED DATA

- _____/✓ 1. **SITE PLAN:** (include all recorded plat information within 100+ feet of the plat boundary and show all applicable setbacks on each site – see attached Site Plan Submittal Requirements list)
Full size - 6 copies
11" x 17" - 1 copy
Digital - 1 copy (See Digital Submittal Plan Requirements)
- PLEASE PROVIDE 21 ADDITIONAL SETS FOR CITY DEPARTMENTAL REVIEW.**
- _____/✓ 2. **CONCEPTUAL LANDSCAPE & WALLS PLANS:**
Full size - 1 copy
11" x 17" - 1 copy
- _____ 3. **PROPOSED CODES, COVENANTS, & RESTRICTIONS (CC&R'S):**
8-1/2" x 11" - 1 copy
- _____ 4. **PHASING PLANS** showing the proposed infrastructure and access to each phase of the development:
Full size - 1 copy
11" x 17" - 1 copy

PART III – ENGINEERING & RELATED DATA REQUIREMENTS

- _____/✓ 1. **RESULTS OF ALTA SURVEY**
Full size - 1 copy
- _____/✓ 2. **TOPOGRAPHY MAP:** (refer to ESL Ordinance for specific contour intervals):
Full size - 1 copy
11" x 17" - 1 copy

- _____ ✓ 3. **DRAINAGE REPORT:** See Sec. 2-202 of the City's Design Standards & Policies Manual for specific submittal and content requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial/topo maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.
- | | |
|--------------|---|
| 8-1/2" x 11" | - 2 copies of the Drainage Report including full size plans/maps in pockets |
| Digital | - 1 copy (See Digital Submittal Plan Requirements) |

Planning Systems will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.

NOTICE - DRAINAGE REQUIREMENTS

Be advised that obtaining these permits or providing the Special Inspection Checklists and Certificate of Special Inspection of Drainage Facilities may be a lengthy process and may affect the timing of your project.

SECTION 404 PERMITS. Prior to issuance of any City permits, developers must submit the City of Scottsdale Section 404 Certification Form.

NPDES. A NPDES Notice of Intent and Storm Water Pollution Prevention Plan may be required (see DSPM Guidelines).

SPECIAL INSPECTIONS AND CERTIFICATION. Prior to the issuance of Certificates of Occupancy and/or Letters of Acceptance by the Inspection Services Division, the developer, at its expense, shall submit the Certificate of Special Inspection of Drainage Facilities, Certificate of Compliance, and all special Inspection Checklists required by the Project Quality/Compliance Div.

- _____ 4. **WATER SAMPLING STATION**
- | | |
|---------|---|
| _____ X | a. Show location of sample stations on the preliminary plat. |
| _____ X | b. Fax 8 1/2" x 11" copy of the preliminary plat with sampling stations to the Water Quality Division. Attn: Craig Miller. Fax 480-312-5615/ Phone 480-312-5016 |
- _____ 5. **TRAFFIC IMPACT STUDY** (Refer to Guidelines) - 3 copies
- _____ 6. **CROSS SECTION DETAIL** - Conceptual design submittals needed to assess the physical impact of the proposed development
- | | |
|-------|--|
| _____ | a. SITE CROSS-SECTIONS Showing existing and proposed grade lines, and all finished floor elevations of adjacent sites (as determined by Project Coordination Manager) |
| _____ | b. DRAINAGE STRUCTURES (when topography or channel are significant) |
| _____ | c. RETAINING WALLS (when topography is significant). |
- _____ 7. **WATER STUDY** (basis of design report)
- _____ 8. **WASTE WATER STUDY** (basis of design report)

PART IV -- ENVIRONMENTAL SITE PLANS – for each of the following checked site plans provide:

- | | | |
|--|-----------|----------|
| | Full size | - 1 copy |
| | 11" x 17" | - 1 copy |
-
- | | | |
|----------|-----|--|
| <u>✓</u> | 1. | NATURAL AREA OPEN SPACE (NAOS) ANALYSIS PLAN |
| <u>✓</u> | 2. | PROPOSED BUILDING ENVELOPE CONCEPT PLAN |
| <u>✓</u> | 3. | SLOPE ANALYSIS SUPERIMPOSED ON TOPOGRAPHY MAP WITH NAOS CALCULATIONS |
| <u>✓</u> | 4. | CUTS & FILLS SITE PLAN |
| <u>✓</u> | 5. | NATIVE PLANT SUBMITTAL (identifying location of protected plants in relationship to plat improvements):
Full size - 2 copies of plan
11" x 17" - 1 copy
See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements. |
| <u>✓</u> | 6. | TOPOGRAPHY/AERIAL OVERLAY WITH SITE PLAN SUPERIMPOSED |
| _____ | 7. | LANDFORMS TYPES MAP |
| _____ | 8. | UNSTABLE SLOPES/BOULDER ROLLING MAP & REPORT |
| _____ | 9. | BEDROCK & SOILS MAP & REPORT |
| _____ | 10. | CONSERVATION AREA, SCENIC CORRIDOR, VISTA CORRIDOR PLANS MAP (including typical cross-section details & concept narrative) |
| _____ | 11. | BIKEWAYS & TRAILS PLAN (including typical cross-sections) |
| _____ | 12. | OTHER: _____

_____ |

PART V – SUBMITTAL REQUIREMENTS AFTER HEARING DATE DETERMINED

*** NOTE: EACH CHECKED ITEM INDICATED BELOW REQUIRES THE FOLLOWING NUMBER OF COPIES: 11" x 17" - 9 COLOR COPIES STAPLED IN SETS (A set consists of one of each required 11"x17")
8-1/2" x 11" - 2 color or black and white copies

- | | |
|-------|---|
| _____ | A. Context aerial and context site plan |
| _____ | B. Site plan |
| _____ | C. Conceptual landscape plan |
| _____ | D. Phasing plan |
| _____ | E. Topography map |
| _____ | F. Any item required in Part IV |

PROJECT COORDINATOR

DATE

PLAN SIZE * Full Size: Minimum = 24" x 36" Maximum = 30" x 42"
Full size must be folded to specifications – see attached instructions

**POLICY OF THE CITY OF SCOTTSDALE
ON APPEALS OF DEDICATIONS, EXACTIONS, OR ZONING REGULATIONS**

RIGHTS OF PROPERTY OWNER

In addition to other rights granted to you by the U.S. and Arizona Constitution, federal and state law and city ordinances or regulations, you are hereby notified of your right to appeal the following City actions relating to your property:

- 1) Any dedication or exaction which is required of you by an administrative agency or official of the city as a condition of granting approval of your request to use, improve or develop your real property. This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example a zoning ordinance) where an administrative agency or official has no discretion to determine the dedication or exaction.
- 2) The adoption or amendment of a zoning regulation that creates a taking of property in violation of Arizona and federal court decisions.

APPEAL PROCEDURE

The appeal must be in writing and specify the City action appealed and the date final action was taken, and it must be filed with or mailed to the hearing officer designated by the city within 30 days after the final action is taken. Address the appeal as follows:

Hearing Officer, C/O City Clerk
3939 Drinkwater Blvd.
Scottsdale, AZ 85251

- ❖ No fee will be charged for filing
- ❖ The City Attorney's Office will review the appeal for compliance with the above requirements, and will notify you if your appeal does not comply.
- ❖ Eligible appeals will be forwarded to the hearing officer, and a hearing will be scheduled within 30 days of receipt by the hearing officer of your request. Ten days notice will be given to you of the date, time and place of the hearing unless you indicate that less notice is acceptable to you.
- ❖ The city will submit a takings impact report to the hearing officer.
- ❖ In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed on your property bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development you proposed.
- ❖ In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication or exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.
- ❖ The hearing officer must render his decision within five working days after the appeal is heard.
- ❖ The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.
- ❖ If you are dissatisfied with the decision of the hearing officer, you may file a complaint for a trial de novo with the Superior Court within 30 days of the hearing officer's decision.

If you have questions about this appeal process, you may contact:

City Manager's Office
3939 Drinkwater Blvd.
Scottsdale, AZ 85251
(480) 312-2422

City Attorney's Office
3939 Drinkwater Blvd.
Scottsdale, AZ 85251
(480) 312-2405

Please be aware that City staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.

Site Plan Submittal Requirements

Development Summary:

- ☐ Indicate existing and proposed zoning on site and on all adjacent parcels
- ☐ Provide zoning case number(s)
- ☐ Indicate gross floor area (for each building)
- ☐ Indicate required and provided open space square footage
- ☐ Provide site acreage - gross and net
- ☐ Provide number of residential units and density
- ☐ Indicate number of required and provided parking spaces
- ☐ Phased developments - show all data by phase and for total site

Structures:

- ☐ Indicate existing and proposed use(s) of all buildings and outdoor areas
- ☐ Indicate proposed building entrances/exits
- ☐ Indicate proposed building overhangs and canopies
- ☐ Identify all service areas
- ☐ Provide all building dimensions and indicate setback dimensions to all existing and proposed property lines, to planned curb (in downtown district), and between all buildings on the site


Site Features:

- ☐ Show and identify proposed walls, retaining walls, fences, berming, and detention areas
- ☐ Show and identify all existing and proposed easements and rights-of-way
- ☐ Show and identify all existing and proposed right-of-way improvements - curb, gutter, sidewalks, driveways, and bus shelters
- ☐ Indicate the location and size of all refuse enclosures
- ☐ Indicate the location and size of all above grade utility cabinets and plumbing
- ☐ Indicate the location of all existing on-site and off-site fire hydrants
- ☐ Label all streets by name

Circulation and Parking:


- ☐ Provide driveway locations and widths
- ☐ Show sight distance triangles and sight lines
- ☐ Indicate proposed safety curbing and surface materials
- ☐ Indicate location of existing and proposed vehicular, bicycle, and accessible parking spaces
- ☐ Provide dimensions of typical parking stalls, accessible stalls, maneuvering areas, aisles, and parking islands
- ☐ Provide typical angle of proposed parking if less than 90 degrees
- ☐ Provide a parking structure stall and aisle layout for all levels
- ☐ Indicate the location and size of loading dock stalls
- ☐ Show accessible routes to public sidewalks, bus stops, and parking areas
- ☐ Show pedestrian linkages from parking areas to buildings, between buildings on-site, and to surrounding uses

Other:

- ☐ Provide architect's, engineer's, or designer's title block
- ☐ Show north arrow
- ☐ Provide both numeric and graphic scales (Example -- 1" = 10'-0" )

Existing Conditions Photo Exhibit

Please Note:

 = Photograph Number and Direction of View

Project Information

Name:

Gross Acres:

Zoning:

Parcel Number:



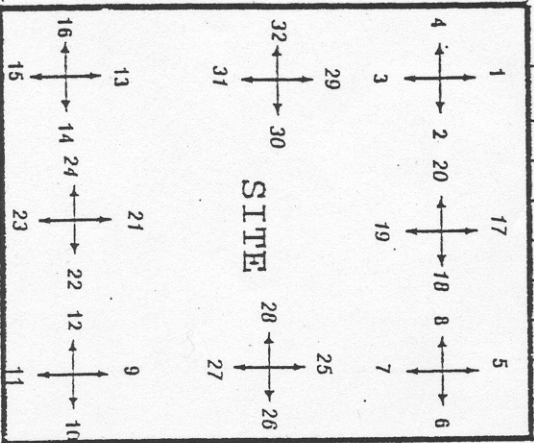
Street Name

Street Name

X

Y

SITE



Q. S. ____ - ____

Please Note:

If distance "X" is greater than 500 ft., Also take photos 17-24.

If distance "Y" is greater than 500 ft., also take photos 25-32.

Color photographs are to be taken at the curb and along property boundaries indicating perimeter conditions and adjacent property.

SAMPLE

Site Plan Worksheet

Project Data

Zoning: I-1

Net Lot Area: 79,008 s.f.

Building Height: 22'

(SEE ZONING ORDINANCE FOR ZONING DISTRICT REQUIREMENTS)

Open Space Calculations

Required Open Space:

maximum building height= 22' proposed (36' allowed)
 first 12' of height=10% x net lot area
 $= 10 \times 79,008 = 7,900.8 \text{ s.f.}$
 next 10' of height=10' x .004 x 79,008=3,160.32 sf

Open Space Required (not including parking lot landscaping)
 $= 7,900.8 + 3,160.32 = 11,061.12 \text{ s.f. (14\%)}$
 Open Space Provided = 27,668 s.f.

Parking Lot Landscaping Required

parking lot area x 15%
 $18,037 \text{ s.f.} \times .15 = 2,706 \text{ s.f.}$
 Parking Lot Landscape Provided = 5,596 s.f.

NOTE: PARKING LOT LANDSCAPING REQUIREMENT IS IN ADDITION TO REQUIRED OPEN SPACE



Denotes Front Open Space
 10,927 s.f. total

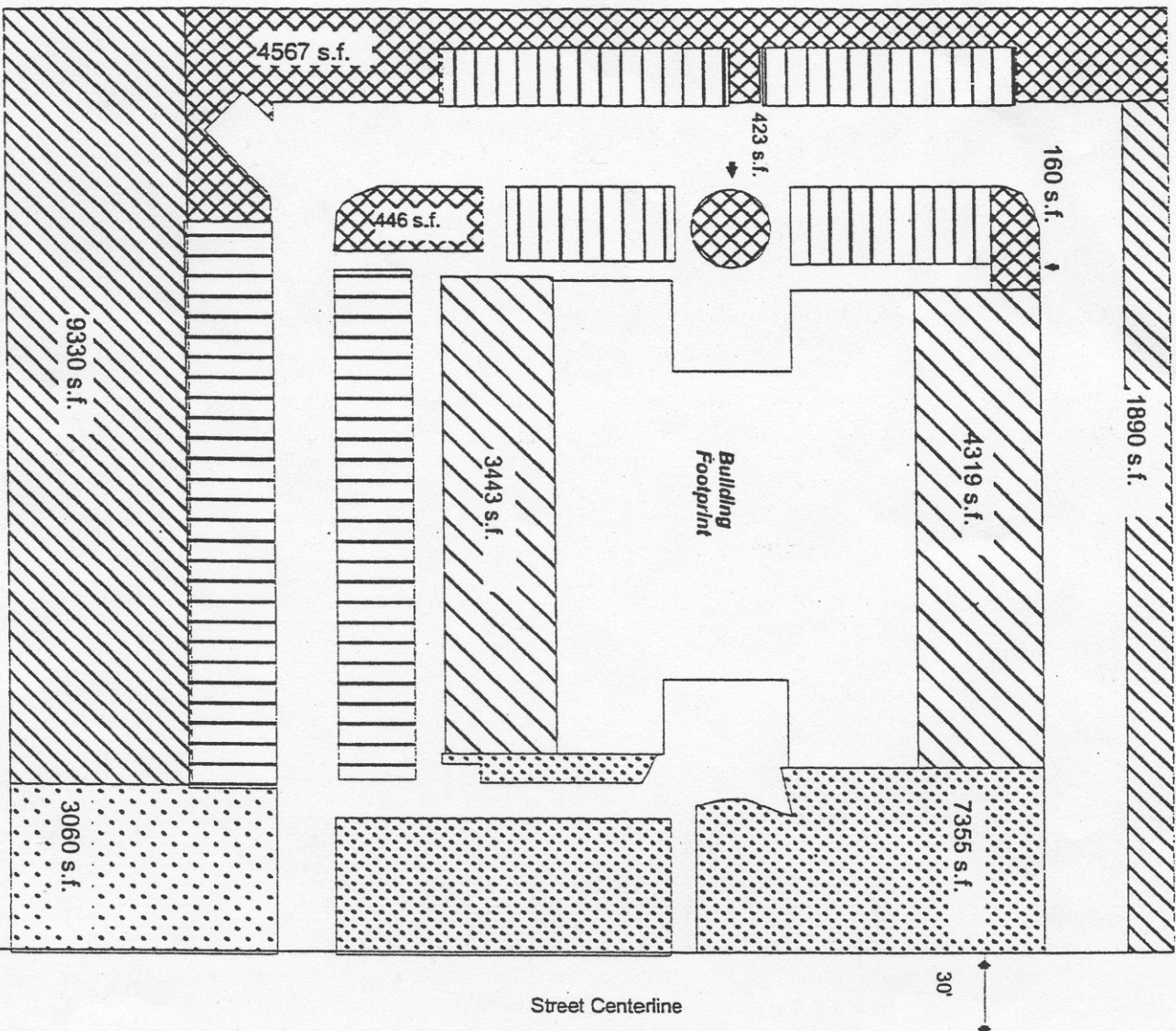


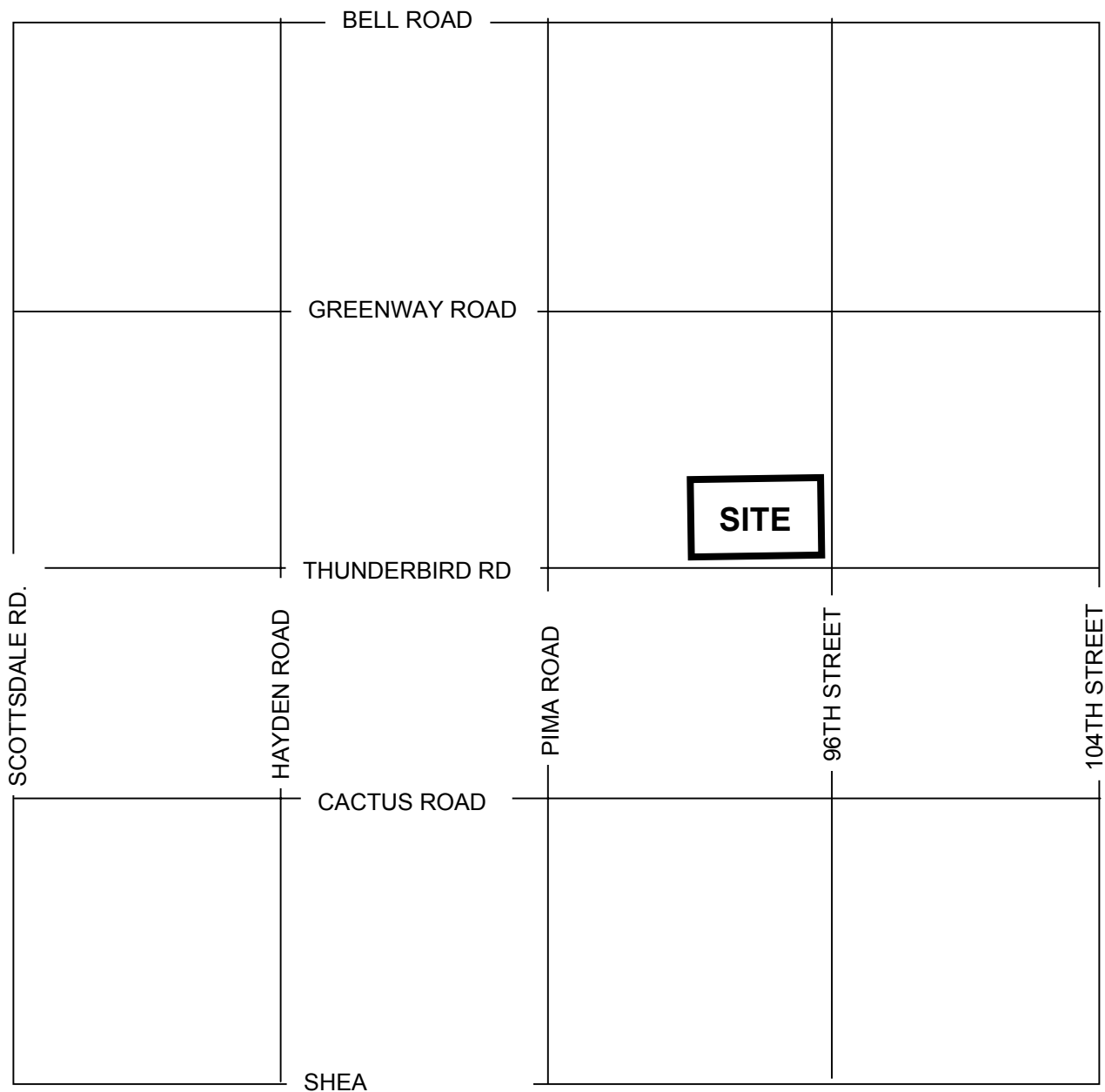
Denotes Open Space other than Front Open Space
 18,982 s.f. total



Denotes Parking Lot Landscaping
 5,596 s.f. total

NOTE: COLORS MAY BE SUBSTITUTED FOR PATTERNS





SITE LOCATION MAP



CASE NO: _____

PROJECT LOCATION: _____

COMMUNITY INPUT CERTIFICATION

In the City of Scottsdale it is important that all applicants for rezoning, use permit, and/or variances inform neighboring residents, affected school districts, and other parties that may be impacted by the proposed use, as well as invite their input. The applicant shall submit this completed certification with the application as verification that such contact has been made.

Date	Name (person, organization, etc.) and address	Contact Format		
		Meeting	Phone	Letter

Signature of owner/applicant

Date



CITY OF SCOTTSDALE

PRELIMINARY PLAT NOTIFICATION AFFIDAVIT

I, _____, acting on behalf of
_____, hereby affirm that a copy of the
preliminary plat of _____
subdivision has been delivered to the following agencies for their review.

<u>AGENCY</u>	<u>DATE NOTIFIED</u>
_____ SALT RIVER PROJECT...(2).....	_____
_____ ARIZONA PUBLIC SERVICE	_____
_____ SOUTHWEST GAS CORPORATION.....	_____
_____ U.S. WEST CORPORATION.....	_____
_____ TCI CABLE.....	_____
_____ DCI CABLEVISION (north of Deer Valley Road).....	_____
_____ ARIZONA DEPARTMENT OF TRANSPORTATION.....	_____
_____ MARICOPA COUNTY HEALTH DEPARTMENT.....	_____
_____ MARICOPA COUNTY PLANNING DEPARTMENT.....	_____
_____ MARICOPA COUNTY FLOOD CONTROL DISTRICT.....	_____
_____ SCOTTSDALE POSTMASTER.....	_____
_____ SCOTTSDALE SCHOOL DISTRICT.....	_____
_____ CAVE CREEK SCHOOL DISTRICT.....	_____
_____ PARADISE VALLEY SCHOOL DISTRICT.....	_____
_____ CENTRAL ARIZONA WATER CONSERVATION DISTRICT..	_____
_____ CITY or TOWN OF _____.....	_____
_____ OTHER _____.....	_____

Signature

Date

Address

Phone

PRELIMINARY PLAT NOTIFICATION MAILOUT LIST

Small Scale Plats (8-1/2" x 11" copies)

TCI CABLE

ATTN: Ken Degraffenreid
1550 W. Deer Valley Road
Phoenix, AZ 85027
PHONE: 623 322-7280

SCOTTSDALE SCHOOL DISTRICT

ATTN: Bill Johnson
Chief of Facilities & Operations
3811 N 44th Street
Scottsdale, AZ 85259
PHONE: 473-0400, Ext. 5927

PARADISE VALLEY SCHOOL DISTRICT

ATTN: Skip Brown
Assistant Superintendent
15002 N. 32nd Street
Phoenix, AZ 85032
PHONE: 602 867-5145

SCOTTSDALE POSTMASTER

ATTN: Jan Pastore
7242 E. Osborn Road
Scottsdale, AZ 85251
PHONE: 480 949-8893

SALT RIVER PROJECT

Salt Rive Valley Water Users Assn.
ATTN: Bob Maurer, Mail Stop PAB106
P.O. Box 52025
Phoenix, AZ 85072-2025
PHONE: 236-2962

SALT RIVER PROJECT

(Power)
ATTN: Vince Featherly, Mail Stop XCT 330
P.O. Box 52025
Phoenix, AZ 85072-2025
PHONE: 602 236-0811

ARIZONA PUBLIC SERVICE

ATTN: Tom Yost Mail Stop 3146
P.O. Box 53933
Phoenix, AZ 85072-3933
PHONE: 602 493-4400

CAVE CREEK SCHOOL DISTRICT

Tom Elliott
Assistant Superintendent
P.O. Box 426
Cave Creek, AZ 85327

Large Scale Plats (24" x 36" copies)

AZ DEPARTMENT OF TRANSPORTATION

ADOT Right-of-Way Projects
ATTN: Louis Malloque, Mail Stop 612E
205 S. 17th Avenue
Phoenix, AZ 85007
PHONE: 602 712-8818

MARICOPA COUNTY ENVIRONMENTAL SVCS.

ATTN: Joe Jason
1001 N. Central Avenue, Suite 150
Phoenix, AZ 85004
PHONE: 602 506-6672

MARICOPA COUNTY PLANNING & DEVELOPMENT

ATTN: Matthew Holm Principal Planner
301 W Jefferson Room 300
Phoenix, AZ 85003
PHONE:

MARICOPA COUNTY FLOOD CONTROL DISTRICT

ATTN: Amir Motamedi
2801 W. Durango Street
Phoenix, AZ 85009
PHONE: 602 506-4871

CENTRAL AZ WATER CONSERVATION DISTRICT

(Bureau of Reclamation)
ATTN: Peter Castaneda, Lands Department
2222 W. Dunlap, Suite 100
Phoenix, AZ 85021-2801
(Or: P.O. Box 81169
Phoenix, AZ 85069-1169)
PHONE: 602 216-3999, Ext. 3928

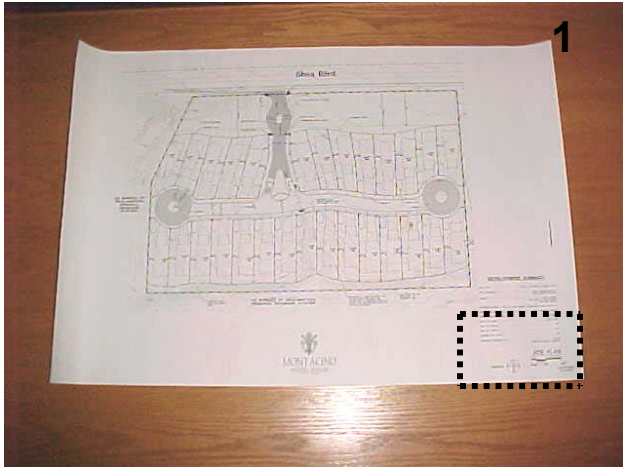
QWEST COMMUNICATIONS

ATTN: Al Barrs (Commercial Developments & Apartments)
6350 S. Maple Avenue, Room 125
Tempe, AZ 85283
PHONE: 602 630-0495

QWEST COMMUNICATIONS

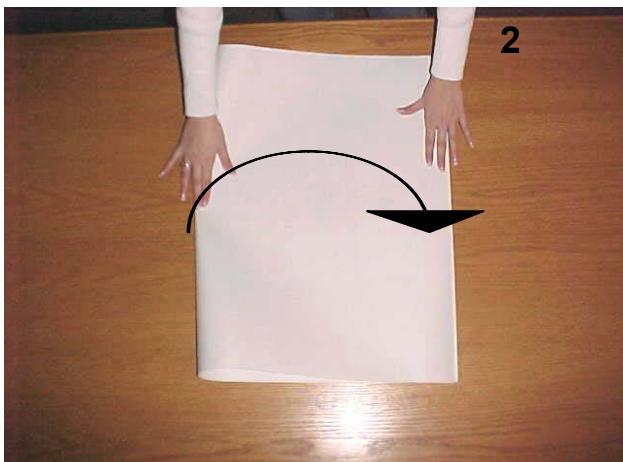
ATTN: Kathy Skogan (Residential Only)
6350 S. Maple Ave., Room 125
Tempe, AZ 85283
PHONE: 602 630-0494

Folding Instructions

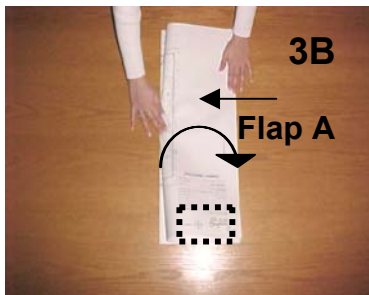
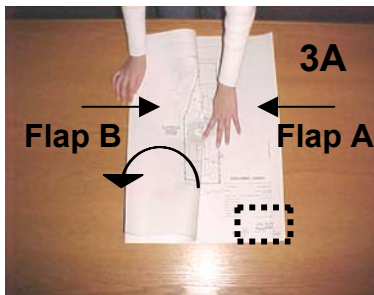


Step 1: Place plan flat on table. Make sure that the title bar is on the bottom right hand corner of the plan.

****Dotted line indicates title bar**

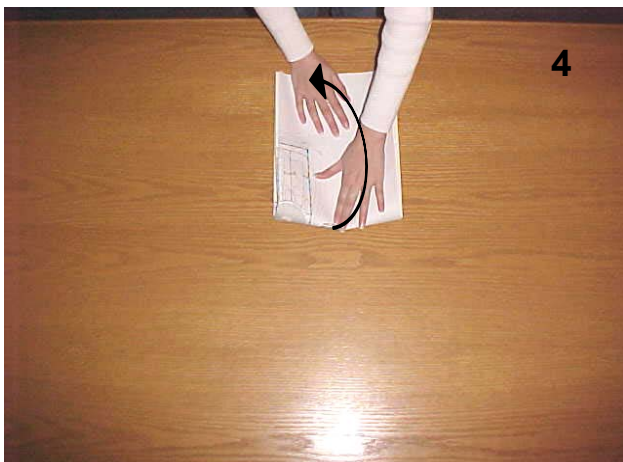


Step 2: Fold the plan in half vertically so that the title bar is not showing.



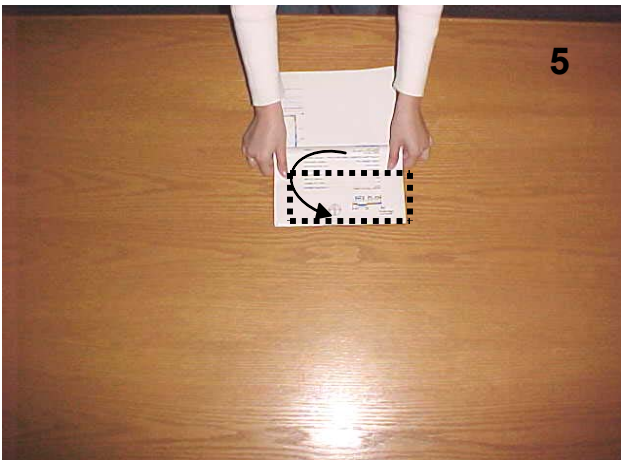
Step 3A: Fold Flap B back to the crease that was created in step 2. Turn the plan over

Step 3A: Fold Flap A back so the title bar is showing.

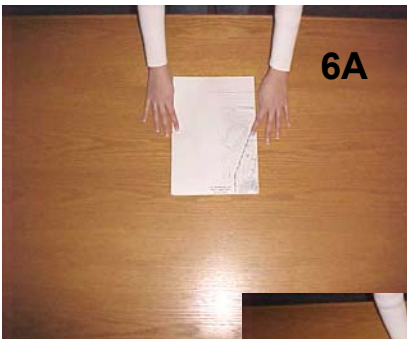


Step 4: Fold the plan in half horizontally (bottom to top) so that the title bar is facing the inside of the plan. (The title bar should not be showing.)

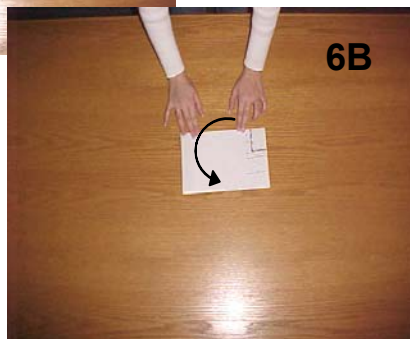
Folding Instructions



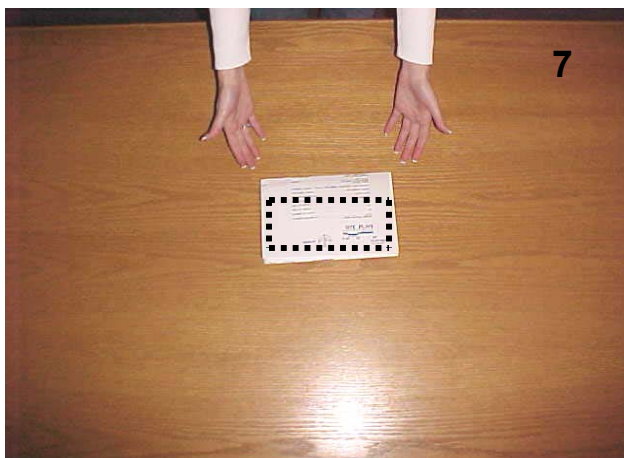
Step 5: Fold the title bar back horizontally (top to bottom) so that the title bar is showing.



Step 6A: Turn plan over.



Step 6B: Fold the opposite side of the plan down to create an accordion effect demonstrated below.



Step 7: This is the final result.